**Sharing Protocol: 30 minutes**

**1. Pre-Work** (2 minutes)

* Decide on a presenter and a facilitator
* The presenter shares what s/he is hoping to get from the protocol (this is the objective of the protocol) & a focusing question for the feedback.

**2. Presentation** (2 minutes)

* The presenter has an opportunity to share the work and provide the focusing question for feedback.

**4. Examination of the work** (5 minutes)

* Participants look closely at the work, taking notes on where it seems to be in tune with the stated goals, and where there might be a problem. Participants focus particularly on the presenter’s focusing question.
* Presenter is silent; participants do this work collaboratively.

**5. Pause to reflect on warm and cool feedback** (1 minute)

* Participants take a couple of minutes to reflect on what they would like to contribute to the feedback session.
* Presenter is silent; participants do this work silently.

**6. Warm and Cool Feedback** (10 minutes)

* Participants share feedback with each other while the presenter is silent. The feedback generally begins with a few minutes of warm feedback, moves on to a few minutes of cool feedback (sometimes phrased in the form of reflective questions), and then moves back and forth between warm and cool feedback.
* Warm feedback may include comments about how the work presented seems to meet the desired goals; cool feedback may include possible “disconnects,” gaps, or problems. Often participants offer ideas or suggestions for strengthening the work presented.
* The facilitator may need to remind participants of the presenter’s focusing question.
* Presenter is silent and takes notes.

**7. Reflection** (5 minutes)

* Presenter speaks to those comments/questions he or she chooses while participants are silent.
* This is not a time to defend oneself, but is instead a time for the presenter to reflect aloud on those ideas or questions that seemed particularly interesting.
* Facilitator may intervene to focus, clarify, etc.

**8. Wrapping Up Any Loose Ends** (3 minutes)

* All participants and the presenter exchange any ideas that the protocol didn’t address.